

Administration Group Portal

SOFTWARE USER MANUAL

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Abstract

This document is the Software User Manual intended to help target users of the Administration Group Portal understand its main features and components. The Administration Group Portal is comprised largely of different database-driven applications geared towards reinforcing the decision-making mechanism of the Administration body by providing up-to-date, useful and accurate set of data.

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Introduction

1.1 Intended readership

This user manual covers the use of the Administration Group Portal for the following roles:

- System Administrator
- Data Encoder
- Data Verifier

1.2 Applicability

This document applies to the Administration Group Portal which is composed of the following module components:

- External Service Personnel (ESP) Database
- Electricity Consumption Monitoring
- Water Consumption Monitoring
- Electronic Directory
- Air Condition Units Inventory
- Radio Units Inventory
- CCTV Units Inventory

1.3 Purpose

This document is being provided to assist the above-mentioned users on how to access and use the portal as well as familiarize them with the system's key features to be able to maximize its use. Hardware and software requirements are likewise to be discussed later on. For more ease, actual system screenshots shall also be incorporated.

Overview

The Administration Group Portal is a project initiated by the Office of the Vice President for Administration (OVPA). It is comprised of a number of database-driven applications that ensures the availability and quick access to accurate sets of data envisioned to serve as analytical tool for more informed and well-guided decision making.

The portal is web-based and is maintained by DLSU's Information Technology Services Office who also provide complete network support for the system in its entirety.

2.1 Hardware Requirements

The following are the minimum hardware requirements for all users regardless of roles:

- 15" SVGA computer monitor
- 30GB Hard disk space
- At least 1GB RAM
- Mouse with its corresponding pad
- Windows-compatible printer
- Standard keyboard
- Modem

2.2 Software Requirements

The following are the minimum software requirements for all users regardless of roles:

- Internet Explorer 8.0 (or higher), Mozilla Firefox, Safari or Google Chrome
- MS Windows XP Professional or Home Edition or Vista or Windows 7
- Microsoft Office 2007 or higher or Open Office 3.0 or higher
- An anti-virus program

Tutorials

This tutorial will be divided based on the role given to a particular user:

3.1 User Roles

3.1.1 System Administrator

The system administrator is tasked to oversee the database management mechanisms of the portal. He/she is also in charge of managing the creation, activation and deactivation of all user accounts.

3.1.1.1 System Administrator operations

Add New Group

Functional Description: Users of the system are assigned into groups to distinguish their access permissions from the other. This feature aids the system administrator in adding a new user group.

Steps:

- Login to the portal. The link being used is adminportal.dlsu.edu.ph.
- In the home page, click on *Admin Settings*. Note that this link shall only be visible to the system administrator/s. Refer to the screenshot below:



DE LA SALLE UNIVERSITY
Administration Group Portal

● ● ● ●

Users' Home Browse Electronic Directory Download User Manual About OVCADMIN

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Figure 1. Administration Group Portal Home Page (Admin Account)

- In the Admin settings page, proceed to the 'Add New Group' link found at the uppermost portion of the page.

Admin Settings
ADMINISTRATION GROUP PORTAL

Star logo

Updates		New Records on the Database	
09/21/2015, 02:32 pm		2015-09-21, L, ...	
09/21/2015, 02:28 pm		2015-09-21, M, ...	
09/17/2015, 08:01 pm		2015-09-17, D, ...	
09/17/2015, 07:59 pm		2015-09-17, D, ...	
09/17/2015, 07:56 pm		2015-09-17, D, ...	
09/17/2015, 07:54 pm		2015-09-17, D, ...	
09/17/2015, 07:51 pm		2015-09-17, D, ...	
09/17/2015, 07:48 pm		2015-09-17, D, ...	
09/17/2015, 07:44 pm		2015-09-17, D, ...	
09/17/2015, 07:41 pm		2015-09-17, D, ...	

Number of Records per User		User Statistics		Admin Quick Links	
calotk	1158 records	Total User Groups	10	Lock Records	
buagasm	675 records	Active Users	8	Adm in Settings	
panganiabnf	346 records	Locked User Accounts	0	Edit permissions for guests	
	148 records	Total Users	8	Import CSV data	

Speakers: 100%

Figure 2. Admin Settings Home Page

- Specify a name for the group as well as a description (optional). Set the permissions to be granted to the group. We have four options available: Insert, Edit, View and Delete. The system administrator can also choose what database records are to be accessed by the said group. By default, the encoder is considered as the ‘Owner’ of that particular record. The group can either view ALL records entered, or only those that are entered by the encoders that belong to the certain group.

Add New User Group

Show tool tips as mouse moves over options

Group name	<input type="text"/>	If you name the group ‘anonymous’, it will be considered the anonymous group that defines the permissions of guest visitors that do not log into the system.	
Description	<input type="text"/>		
Allow visitors to sign up?	<input type="radio"/> No. Only the admin can add users. <input checked="" type="radio"/> Yes, and the admin must approve them. <input type="radio"/> Yes, and automatically approve them.		
<input type="button" value="Save changes"/>			

Table permissions for this group

Table	Insert	View	Edit	Delete
External Services Personnel Database	<input type="checkbox"/>	<input checked="" type="radio"/> No <input type="radio"/> Owner <input type="radio"/> Group <input type="radio"/> All	<input checked="" type="radio"/> No <input type="radio"/> Owner <input type="radio"/> Group <input type="radio"/> All	<input checked="" type="radio"/> No <input type="radio"/> Owner <input type="radio"/> Group <input type="radio"/> All
Personnel Assignment	<input type="checkbox"/>	<input checked="" type="radio"/> No <input type="radio"/> Owner <input type="radio"/> Group <input type="radio"/> All	<input checked="" type="radio"/> No <input type="radio"/> Owner <input type="radio"/> Group <input type="radio"/> All	<input checked="" type="radio"/> No <input type="radio"/> Owner <input type="radio"/> Group <input type="radio"/> All
Pre-Assignment Requirement	<input type="checkbox"/>	<input checked="" type="radio"/> No <input type="radio"/> Owner <input type="radio"/> Group	<input checked="" type="radio"/> No <input type="radio"/> Owner <input type="radio"/> Group	<input checked="" type="radio"/> No <input type="radio"/> Owner <input type="radio"/> Group

Figure 3. Add New Group Page

- Press the ‘Save Changes’ button afterwards.

Add User

Functional description: This feature lets the system administrator add users to the group. They shall inherit the permissions given to their assigned group unless changed otherwise.

Steps:

- Assuming you are already logged in to the portal, proceed again to the Admin setting's page. This time, click on 'Add User'.
- In the 'Add User' page, type a preferred user name and then check whether it is already taken or not.

The screenshot shows a web-based administration interface for adding a new user. At the top, there is a navigation bar with links: Admin Home, Users' Home, View User Groups, Add New Group, View Users, Add User, View Users' Records, Import CSV data, and Log Out. Below the navigation bar is the title "Add New User". The main area contains a form with the following fields:

- Member username: A text input field with a "Check availability" button to its right.
- Password: A text input field.
- Confirm password: A text input field.
- Email: A text input field.
- Group: A dropdown menu.
- Approved?: A checked checkbox.
- Banned?: An unchecked checkbox.
- First Name: A text input field.
- Last Name: A text input field.
- Office: A text input field.
- Office Local Number: A text input field.
- Comments: A large text area.

A "Save changes" button is located at the bottom right of the form.

Figure 4. Check username availability

- Provide an initial password and all other pertinent details about the user. The user can alter these later on.

View Groups

Functional description: The View Groups feature allow the system administrator to view all the groups that have been granted access to the portsl and consequently edit their group details and permissions, if deemed needed.

Steps:

- Go to the ‘View Groups’ link on the Admin settings page.
- Refer to the legend key and press the icon of your desired action (Edit, add new user, list all members/users in the group or delete group.)

The screenshot shows the 'View User Groups' page. At the top, there's a navigation bar with links: Admin Home, Users' Home, View User Groups, Add New Group, View Users, Add User, View Users' Records, Import CSV Data, and Log Out. Below the navigation is a title 'View User Groups' with a subtitle 'ADMINISTRATION GROUP PORTAL' and a green star logo. The main content is a table with columns: Office/Group, Description, and Users Total Count. The table lists the following groups:

Office/Group	Description	Users Total Count
Whitelink		1
Admins	System Administrators group for the portal.	2
MEDO	Group Users under the Mechanical & Electrical Works Office (MEDO)	0
BGDO		0
CWDO		0
AWCS		0
Administrators		2
Insured		0
InsuredData		2

Below the table, it says 'Displaying groups 0 to 10 of 30'. At the bottom, there's a 'Key:' section with icons for Edit, Add, View, and Delete.

Figure 5. View Groups page

View Users' Records

Functional description:

This allows the system administrator to view database records according to who encoded them.

Steps:

- Proceed to the ‘View Users’ page. Refer to the image below:

	Username	Group	Sign up date	First Name	Last Name	Office	Office Local Number	Status
	lamsinc	Admins	02/27/2015	Criscel	Lam sin	ITS		Active
			03/09/2015	Edwin	Santiago	OVPA	557	Active
	calotk	Encoders	03/18/2015	Kristine	Calot	OAVPIRM	591	Active
	lorenzod	Approved Users	04/06/2015	Daisy	Lorenzo	OVPA		Active
	santiagoe	Admins	04/07/2015	Edwin	Santiago	OVPA		Active
	buagasm	Encoders	06/02/2015	Ma. Dianne	Bugas	OAVPFM	599	Active
	panganibanf	Approved Users	06/10/2015	Maria Fatima	Panganiban	OVPA	558	Active
	guest	anonymous	09/14/2015					Active

Key:
 Edit member details.
 Activate new/banned user.
 Delete user.
 Ban (suspend) user.
 View all data records entered by user.

Figure 6. View Users' Page

- Use the drop-down fields to sort or filter database records.

Import CSV data

Functional description: This feature is used to bulk-populate the database by importing a file in CSV format.

Steps:

This page allows you to upload a CSV file (for example, one generated from MS Excel) and import it to one of the tables of the database. This makes it so easy to bulk-populate the database with data from other sources rather than manually enter every single record.

Table

This is the table that you want to populate with data from the CSV file.

Choose File No file chosen

Show advanced options

Figure 7. Import CSV page

- Preview the data before confirming file import to make sure that the fields match.
- Press the 'Confirm and import CSV data' button once done checking to complete the import process.
- Go to the 'Import CSV' page. Specify the module that you wish to populate data with.

View Users

Functional description: This feature is used to edit individual user permissions and reset passwords if necessary.

Steps:

- Click on the 'View Users' link on the Admin Settings page.
- Once there, choose the username of the person that you wish to edit.

- Click on the ‘Set special permissions for this user button’ if you intend to grant special permissions for the user that are different from those indicated to his/her group.

Admin Home Users' Home View User Groups Add New Group View Users Add User View Users' Records Import CSV data Log Out

Edit Member 'calotk'

Member username	calotk
Password	Type a password only if you want to change this user's password. Otherwise, leave this field empty.
Confirm password	
Email	
Group	Encoders This user has special permissions that override his group permissions. Set special permissions for this user
Approved?	<input checked="" type="checkbox"/>
Banned?	<input type="checkbox"/>
First Name	Kristine
Last Name	Calot
Office	OAVPIRM
Office Local Number	591
Comments	member changed his password on 03/18/2015, 11:14 am from IP address 103.231.241.9

Figure 8. Edit member/user page

- Make sure to click on ‘Save Changes’ afterwards.

3.1.2 Data Encoder

The data encoder is designated to input data into the system using the ‘Add Record’ form being provided. This user must have an ‘INSERT/VIEW’ access permission to carry out such task.

3.1.2.1 Data Encoder operations

Add Record

Functional description: To add database into the system, add record forms are made. To input dates, there are two options to choose from: the encoder can do it

manually or he/she can also opt to use the datepickers created. Fields that are automatically calculated must be left blank.

Special Instruction for:

- External Services Personnel Database
 - ❖ For the ‘Generate ID Number’ function, encoder must supply the 6-digit ID number prefix as well as the desired number of ID numbers to be constructed. A maximum of 128 ID numbers can be created at a time. The list can be downloaded in text format after that.

The screenshot shows a web page titled "GENERATE ID NUMBER". At the top, there is a dark green header with the title in white capital letters. Below the header, a message in black text states: "You can generate a maximum of 128 ID numbers at a time.". Underneath this message are two input fields: one for "Number prefix" and one for "ID numbers to generate". Both fields have a placeholder text inside them. Below these fields is a single "Generate" button.

Figure 9. Generate ID Number page

- ❖ For the Personnel ID Pictures, click the ‘Choose File’ button to upload pictures. Allowed file types are .jpg,.jpeg,. gif and .png.
- ❖ The ESP database has two (2) child tables namely the Personnel Assignment History and the Pre-Assignment Requirement. These are represented by the tabs found just below the records’ detail view. The Personnel Assignment History keeps track of the personnel’s past assignments while the latter keeps

track of the Medical Examination requirements administered to the personnel prior to his/her deployment, this includes the drug tests done on him/her..

- Electricity/Water Consumption Monitoring
 - ❖ The current rate per kilowatt hour or cubic meter is automatically calculated by the system. Thus, encoder will have to leave it blank.

3.1.2 Data Verifier

To ensure data accuracy, a data verifier whose main task is to double check all the data inputs is assigned. Data verification comes at the aftermath of the encoding process. The data verifier also corrects any perceived errors or inconsistencies on the database records.

3.1.3.1 Data Verifier Operations

Edit Record

Steps:

- From the portal's homepage, choose from the list of module components. Say for instance, Electricity Consumption Monitoring. Refer to the screenshot below:

UTILITIES

Category Components

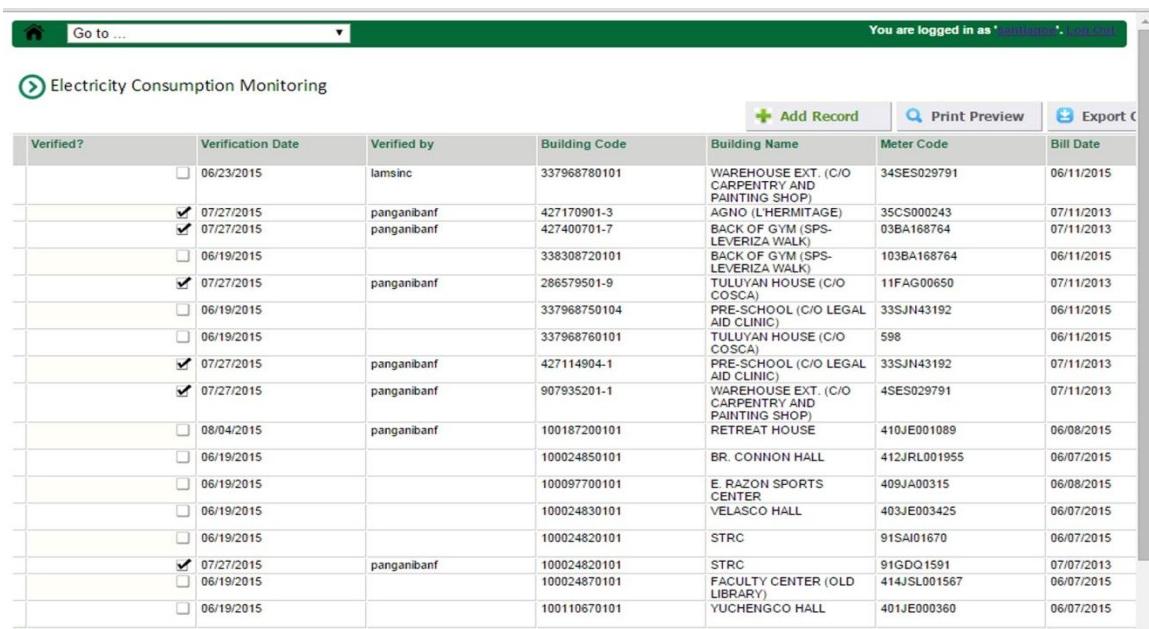
Proceed to data:

1 ELECTRICITY CONSUMPTION MONITORING
2 WATER CONSUMPTION MONITORING

[BACK](#)

Figure 10. Administration Group Portal Home Page (User account)

- You will then be redirected to the tabular form consisting of the database records. Direct your mouse pointer on the record that you wish to edit. From then, an editable form shall pop out.



The screenshot shows a tabular form titled "Electricity Consumption Monitoring". The top navigation bar includes a "Go to ..." dropdown, a user status message "You are logged in as: [username] : [password]", and links for "Add Record", "Print Preview", and "Export C". The main table has columns: Verified?, Verification Date, Verified by, Building Code, Building Name, Meter Code, and Bill Date. The data rows show various entries, such as WAREHOUSE EXT. (C/O CARPENTRY AND PAINTING SHOP) with a bill date of 06/11/2015 and a meter code of 34SES029791. Other entries include AGNO (L'HERMITAGE), BACK OF GYM (SPS-LEVERIZA WALK), and several entries for TULLUYAN HOUSE.

Verified?	Verification Date	Verified by	Building Code	Building Name	Meter Code	Bill Date
<input type="checkbox"/>	06/23/2015	Iamsinc	337968780101	WAREHOUSE EXT. (C/O CARPENTRY AND PAINTING SHOP)	34SES029791	06/11/2015
<input checked="" type="checkbox"/>	07/27/2015	panganibanf	427170901-3	AGNO (L'HERMITAGE)	35CS000243	07/11/2013
<input checked="" type="checkbox"/>	07/27/2015	panganibanf	427400701-7	BACK OF GYM (SPS-LEVERIZA WALK)	03BA168764	07/11/2013
<input type="checkbox"/>	06/19/2015		338308720101	BACK OF GYM (SPS-LEVERIZA WALK)	103BA168764	06/11/2015
<input checked="" type="checkbox"/>	07/27/2015	panganibanf	286579501-9	TULLUYAN HOUSE (C/O COSCA)	11FAG00650	07/11/2013
<input type="checkbox"/>	06/19/2015		337968750104	PRE-SCHOOL (C/O LEGAL AID CLINIC)	33SJN43192	06/11/2015
<input type="checkbox"/>	06/19/2015		337968760101	TULLUYAN HOUSE (C/O COSCA)	598	06/11/2015
<input checked="" type="checkbox"/>	07/27/2015	panganibanf	427114904-1	PRE-SCHOOL (C/O LEGAL AID CLINIC)	33SJN43192	07/11/2013
<input checked="" type="checkbox"/>	07/27/2015	panganibanf	907935201-1	WAREHOUSE EXT. (C/O CARPENTRY AND PAINTING SHOP)	4SES029791	07/11/2013
<input type="checkbox"/>	08/04/2015	panganibanf	100187200101	RETREAT HOUSE	410JE001089	06/08/2015
<input type="checkbox"/>	06/19/2015		100024850101	BR. CONNON HALL	412JRL001955	06/07/2015
<input type="checkbox"/>	06/19/2015		100097700101	E. RAZON SPORTS CENTER	409JA00315	06/08/2015
<input type="checkbox"/>	06/19/2015		100024830101	VELASCO HALL	403JE003425	06/07/2015
<input type="checkbox"/>	06/19/2015		100024820101	STRC	91SAI01670	06/07/2015
<input checked="" type="checkbox"/>	07/27/2015	panganibanf	100024820101	STRC	91GDO1591	07/07/2013
<input type="checkbox"/>	06/19/2015		100024870101	FACULTY CENTER (OLD LIBRARY)	414JSL001567	06/07/2015
<input type="checkbox"/>	06/19/2015		100110670101	YUCHENGCO HALL	401JE000360	06/07/2015

Figure 11. Tabular form of records

Electricity Consumption Monitoring

Record Details

Record Number	15
Verified?	<input checked="" type="checkbox"/> Validate Data...
Verification Date	07/27/2015
Verified by	panganibanf
Building Code	100024820101
Building Name	STRC
Meter Code	91GDQ1591
Bill Date	July / 7 / 2013
Billing Period Start Date	June / 8 / 2013
Billing Period End Date	July / 7 / 2013
Consumption in Kilowatt Hour	52800
Total Amount Paid (in PhP)	528836.57
Current Rate per Kilowatt Hour	10.02
Remarks	796218

Print Preview | Save Changes | Delete | Back | View Graphs

Figure 12. Record Detail View sample form

Verify Records

Functional description: To verify records, the system employs a second tier authentication in which the verifier will be asked to supply his/her password to continue.

Steps:

- From the detail view form, simply tick the 'Verified' checkbox.
- A password prompt will pop out thereafter. Refer to the screenshot below:

VALIDATE DATA

Please enter password to confirm the changes and have
this record verified.

Figure 13. Password Prompt for Data Verification

- Type your password then click the ‘Submit’ button.
- After saving the changes done, notice that the checkbox have already been marked plus the ‘Verified by’ field has already been automatically supplied with your username. The same thing goes for the Verification date.

Other key functions to consider:

- Change password

A generic password is initially given to each user. After a successful login, the user can alter the given password by clicking on his/her username found on top of the page. From there, he/she will be directed to the ‘Change Password’ page where user will be asked mto supply both his/her old and new

passwords. Passwords are encrypted in MD5 hashes for more sense of security so to speak.

- Sorting

To sort records alphabetically, the user would just need to click on the table headers. Once for ascending order and twice for descending fashion.

- Data Filtering

Data filters can be utilized to enable users to perform queries and limit data into specific subsets and parameters that would suffice their needs. The filter form contains different comparison operators and can accommodate up to 20 queries at a time. After data has been filtered, it can either be printed or exported into CSV formats.

- Printing

Users can print records either in bulk (tabular view) or individually. The following shows a data record being individually printed:

Record Details	
Back	Cancel
Print	
Verification Date	09/17/2015
Personnel ID Picture	
<hr/>	
DLSU Security Pass Control Number	L-1501313-2
Last Name	ESTACIO
First Name	KRISTINE MAE
Middle Name	TENORIO
Date of Birth	04/08/1988
Place of Birth	
Gender	FEMALE
Civil Status	SINGLE
Religion	CATHOLIC/ROMAN CATHOLIC
Educational Attainment	BACHELOR'S DEGREE
Last School Attended/Address	UNIVERSITY OF MAKATI / MAKATI CITY
Home Address	7857-B JAVIER COR. MEDINA ST., PIO DEL PILAR
City	MAKATI CITY
Zip Code	1230

Figure 14. Print Preview

- **Navigation**

A navigation panel found right on top of the page will help users switch from one module component to another. This is accompanied by a ‘Home’ icon that shall redirect the user back to the system home page should the user opt for that. ‘Next’ and ‘Previous’ buttons are also available to enable users to browse through the database records.

- **Session timeout**

After fifteen (15) minutes of inactivity, the user shall automatically be logged out from the system and will be re-directed back to the login page.